

Customer Service  
Tax and License Registration

Telephone: (480) 312-2400  
Fax: (480) 312-4806  
Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)



Office Locations:

7447 E Indian School Rd., Ste 110  
Scottsdale, AZ 85251  
or  
9379 E San Salvador, Ste 100  
Scottsdale, AZ 85258

## **PROMOTER OF AN EXHIBITION**

**FEE: \$ 250.00 Only if requirements not met**

Be sure to read the Miscellaneous Business Licenses ordinance and General Provisions ordinance available from the City of Scottsdale, Tax and License Registration office, **prior** to applying.

1. Promoters application must be received, a minimum of, 45 days prior to the event or start of business.
2. An updated, complete, and accurate vendor list must be provided bi-weekly to the Tax & License Registration Office, Attn: License Inspectors. The list of vendors planning to participate must include the business name, mailing address, individual name, telephone, and if available, their City of Scottsdale Transaction Privilege (Sales) and Use Tax license number.
3. Applicant must also apply for a Transaction Privilege (Sales) and Use Tax License or register annually, if qualified, as a non-profit organization with the Tax & License office.
4. The fee, if applicable, imposed for an exhibition held within the city shall be levied upon the promoter of such exhibition. This fee does not relieve the promoter or any vendor of any transaction privilege tax liability imposed upon gross income pursuant to Appendix C of this code.
5. Fees paid are non-refundable.